

26 October 1951

MEMORANDUM FOR: Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations  
Assistant Director for Collection and Dissemination  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Current Intelligence  
Assistant Director for Intelligence Coordination  
Assistant Director for Scientific Intelligence  
Assistant Director (Personnel)  
Advisor for Management  
General Counsel  
Assistant Deputy Director (General)  
Assistant Deputy Director (Special)  
Assistant Deputy Director (Inspection and Security)  
Director of Training  
Chief, Administrative Services  
Comptroller  
Chief, Medical Staff  
Chief of Procurement  
Auditor

SUBJECT: Travel

1. Effective 1 November 1951 travel performed by invitees, consultants and other specialized categories of individuals important to the Agency mission who are not Agency employees will be charged against unvouchered funds.

2. This policy and the procedures pertaining thereto are designed to assure security and uniformity in processing of reimbursement claims for such travelers and provide expeditious payment.

3. In accordance with Agency regulations, documentary evidence such as ticket stubs showing travel by first-class rail, ship, or air, and the maintenance of logs or records of travel performed by private automobile will not be a prerequisite to reimbursement. The certification of the traveler may be accepted as evidence of travel performed.

4. When travel orders are required under [ ] each office is responsible for issuance of proper orders and for assuring that the appropriate information is secured from the traveler while he is available in order to permit expeditious reimbursement on completion of the travel.

25X1A

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Document No.                          |                                     |
| No Change in Class.                   | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Declassified |                                     |
| Class. Changed To:                    | TS S C                              |
| Auth:                                 | HR 70-2                             |
| Date:                                 | 16/11/78                            |
| By:                                   | 525                                 |

5. Those offices which currently have no allocation of unvouchered funds for the travel contemplated herein, will arrange with the Comptroller for the establishment of an appropriate account. The Assistant Director (Personnel) will personally approve travel of individuals being considered for employment in important or highly sensitive positions who are referred to above as invitees.

WALTER REID WOLF  
Deputy Director  
(Administration)